



JOHN ENGLER, Governor

**DEPARTMENT OF MANAGEMENT & BUDGET**

P.O. BOX 30026, LANSING, MICHIGAN 48909

MARK A. MURRAY, Director

June 26, 1996

**OFFICE OF ADMINISTRATIVE SERVICES  
ADVISORY MEMORANDUM NO. 96-9**

TO: All Offices

SUBJECT: Approvals for Printing Services

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Executive Directive 1991-6 establishes guidelines for the procurement of all printing services. These guidelines are incorporated in the *Administrative Guide to State Government* in Procedure 0330.01. Department of Management and Budget offices are required to adhere to these guidelines and procedures when procuring all printing services. This Advisory Memorandum establishes procedures for requesting printing services that require approval of the Director's Office in accordance with these guidelines and procedures, as well as delegates the approval for business cards to the office director.

Procedure for Requesting Printing Services Requiring Approval of the Director's Office

Requisitions for the following items require the approval of the Director's Office.

- Printing requiring two or more colors of ink (excluding forms, licenses, and certificates required by state regulations)
- Annual reports
- Newsletters
- Printing requiring photographs
- Printing projects that include special folders or binders with printing or silk screening
- Pamphlets
- Brochures

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- Books
- Reports

To obtain approval for the types of printing listed above, a memorandum should be submitted by the office director to the Deputy Director for Management Services. The memorandum should contain the programmatic justification for printing the requested publication, and the Requisition Number which should be obtained from Screen 2100 of ADPICS. Upon approval, the memorandum should be returned to the agency. The agency should then post the requisition in ADPICS, attach a copy of the approved memorandum to a printout of Screen 2100, and forward the requisition to the Office of Administrative Services, Fiscal Management Division, Procurement.

Delegation of Approvals for Business Cards

Approvals for business cards are delegated to the **office director**. Business cards must be printed in one-color ink only and are only for employees whose job includes regular interface with the public or who are at or above the X or 15 level. A memorandum identifying the need for the business card should be approved by the office director. The agency should post the requisition in ADPICS, attach a copy of the approved memorandum to a printout of Screen 2100, and forward the requisition to the Office of Administrative Services, Fiscal Management Division, Procurement.

For purposes of this advisory memorandum, refer to Office of Administrative Services Advisory Memorandum No. 96-4 for a definition of an authorized office director.

Distribution of Memorandum

For your convenience, two copies of this memorandum have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your office responsible for daily administration of the subject activity.

Questions regarding this memorandum may be directed to Howard Pizzo at 33-51557 or John Putnam at 33-51567.

Your cooperation and adherence to this procedure is appreciated.



Chris DeRose, Acting Director  
Office of Administrative Services